



सत्यमेव जयते



**National Institute of Food Technology
Entrepreneurship and Management**

Ministry of Food Processing Industries, Government of India

F.No. N/S/K/1531/2018/Notification

Dated: 24.08.2018

Notification

Procedures for maintaining and utilizing Physical, Academic and Support Facilities - Laboratory, Library, Sports Complex, Computers, Classrooms etc.

NIFTEM has excellent physical infrastructure such as class rooms, teaching and research laboratories, a sophisticated central instrumentation laboratory, library, sports complex, hostels, pilot plants and several other facilities. There are well-established procedures to ensure the availability of physical facilities for its various functions. In order to make systematic efforts to upgrade its facilities and ensure their optimal use, the following guidelines relating to systems and procedures for maintaining and utilizing physical, academic and support facilities at NIFTEM are laid down:

1. The Heads of Departments and Incharge of various units shall submit their requirements for upkeep, maintenance and growth of the facilities under their charge for the coming year. The HoDs shall plan ahead for all requirements regarding classrooms, laboratories, furniture and other equipments. Based on their recommendations, the deemed to be university shall make a plan for procurement during the year;
 - Purchase Section shall invite quotations and make purchases as per prescribed procedure.
 - The computer centre shall review its computer status and replacement of the obsolete systems and servers with new ones.
 - Infrastructural facilities such as furniture and air conditioners shall be serviced, replaced and augmented as and when need arises.
 - A faculty member shall be nominated as lab in-charge for each lab to ensure that the labs are maintained and utilized properly, so that optimal utilization of the available facilities is ensured.
 - Maintenance of equipment shall be done through the Annual Maintenance Contracts, while minor repair works can be carried out as and when required.
 - The Engg. Division shall take care of the problems associated with electrical lines, water supply lines etc.
 - All efforts shall be made to ensure complete maintenance of the infrastructure and facilities.
2. NIFTEM shall ensure optimal utilization of its facilities by calculating occupancy rate of the various equipments. The Central Instrumentation Lab incharge shall maintain the record of the usage of the sophisticated instruments in a register and the hours of usage and report it regularly to the competent authority. The CIL facility shall also be open for students of other universities. The classrooms shall be fully engaged and have 100% occupancy rate.
3. The Library shall remain opens 24 hours on examination days.
4. In addition to above, a Campus Up-keep Committee with some faculty as members shall be constituted to take care of the ambience of the campus. The Engineering Wing shall

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maintain classrooms, laboratories and other building area. The initiatives to maintain the ambience include:

- To provide 24 hr electricity supply to the campus
- Street lights on campus to run on solar cells as much as possible, making the campus environment friendly.
- Maintenance of all classrooms.
- Lawns, garden, beautiful walking trails and bikeways around the campus.
- Parking slots for two and four wheelers.
- RO plants with water coolers at main places of the campus.
- 24 hour security at the main gate, entrance of the administrative, academic building and hostels (boys and girls). Female security guards for girls' hostel.
- The deemed to be university should be under round the clock camera surveillance.
- The Engineering Wing shall be responsible for maintenance of the buildings, class rooms and laboratories. A complaint register be kept at its Office to attend to the various maintenance problems.
- The air conditioners to be serviced every year before the start of the summer season.
- Cleaning of the building, laboratories and washrooms to be done regularly
- The cleanliness of the campus and gardens to create academic ambience

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(Dr. T.N. Giri)
Registrar.

To

1. All HoDs/ Deans & Faculty Members
2. All Divisions/ Sections/ Cells.
3. Dean (SW) : for wide publicity among students.
4. AR (IT) (for uploading on the website)
5. Notice Boards
6. Notification Guard File.

CC to:

1. VC Sectt.
2. Registrar office.